

SECTION 00 11 13

ADVERTISEMENT FOR BIDS

**FLOORING REPLACEMENT AT BEACON ELEMENTARY SCHOOL
19475 Beaconsfield
Harper Woods, Michigan**

City of Harper Woods School District will receive single prime sealed bids for Flooring Replacement at Beacon Elementary School until Board of Education local time on December 13, 2007 at the School District Offices, 20225 Beaconsfield, Harper Woods, Michigan, 48225, at which time and place all bids will be publicly opened and read aloud.

Bidding documents, including the Proposal Form, Drawings and Specifications, will be on file at the Offices of the Architect, Wold Architects and Engineers, 901 Tower Drive, Troy, Michigan 48098, (248) 879-9888; at the following Plan Rooms: CAM, 43636 Woodward Avenue, Bloomfield Hills, MI 48302; FW Dodge Report, 20475 Woodingham, Detroit, MI 48221; and Reed Construction Reports electronic plan room at www.reedpr.com; bidding documents may be viewed online also from Plan Well at www.dunnblue.com by clicking on the PlanWell icon, then the Public Plan Room icon, select Flooring Replacement at Beacon Elementary School.

This project includes: Removal and replacement of existing carpeting and resilient base.

Dunn Blue Reprographic 1009 West Maple Road, Clawson, MI 48017 (248) 228-5600, facsimile (248) 288-1198, will provide complete sets of the Bidding Documents to prospective bidders and subcontractors. The copies will be available about November 23, 2007. Both a deposit check in the amount of \$30 and a non-refundable check in the amount of \$70 made out to "City of Harper Woods School District" for each set ordered are required. The following information must accompany the deposit: Company name, mailing address, street address, phone and facsimile numbers and type of bidder (i.e. General, Mechanical or Electrical Subcontractor to General, or other). A refund of \$70 will be sent to prime contractors who submit a bid to the Owner and subcontractors for each set (including addenda) returned to Dunn Blue Reprographic in good condition within ten (10) calendar days of the award date, subject to the conditions of AIA Document A701. Refunds will not be given if the plans are returned to the Architect's Office.

Make proposals on the bid forms supplied in the Project Manual. No oral, telegraphic or telephonic proposals or modifications will be considered. Submit with each bid, a certified check or acceptable bidder's bond payable to City of Harper Woods School District in an amount equal to five percent (5%) of the total bid. The successful bidder will be required to furnish satisfactory Labor and Material Payment Bond, and Performance Bond.

All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the bidder and any member of the Board of Education or the superintendent of the School District. The Board of Education **will not** accept a bid that does not include a sworn and notarized familial relationship disclosure statement.

Bids may not be withdrawn within thirty (30) days after the scheduled time of opening bids, without the consent of the Owner. The Owner reserves the right to accept any bid or to reject any or all bids, or parts of such bids, and waive informalities or irregularities in bidding.

The Owner requires Substantial Completion of the project on or before June 15.

Board of Education

CITY OF HARPER WOODS SCHOOL DISTRICT

CONFERENCE LEAVE FORM GUIDELINES

Your diligence in properly completing Conference Leave Forms will expedite the processing time.

- Fill out the top portion of the Conference Leave Form and your estimated reimbursable expenses completely. Attached is the most current Conference Leave Form. These can be ordered from the Board Office. **Please discard all other outdated forms.**
- Documentation for the conference must be attached and state the date and cost of registration.
- If payment of registration is made with a purchase order, the purchase order should accompany the Conference Leave Form.
- Indicate yes for an advance check only if a check is required before the conference. Advance checks must be requested at least six weeks prior to the conference. The minimum advance check is fifty dollars (\$50.00).
- Car mileage is \$0.485 per mile.
- If transportation is other than a personal or school vehicle (i.e. air, bus, train) the Conference Leave Form should be approved by the supervising administrator and forwarded to the Director of Administrative Services for travel arrangements. Airline tickets must be obtained through the Board Office at the lowest rate available. This usually requires a 30-day advance purchase.
- The building administrator must sign to approve the leave and sign again to approve the expenses once conference attendance is completed.
- When all building level signatures have been obtained, the original (white) conference leave form plus all related documentation should be sent to the appropriate director, in a timely manner, for final processing. Only reasonable expenses will be allowed.
- The top copy of the REQUEST FOR CONFERENCE LEAVE form will be returned to you with an advance check when necessary. This top copy should be returned to the business office with the required reimbursement documentation.

REIMBURSEMENT OF ACTUAL EXPENDITURES

- **Original** receipts are required for registration, food, hotel and parking.

Examples:

- Original signed registration verification
- Copy of your cancelled check (front and back)
- Copy of program/itinerary
- Conference brochure

- Please note that all documentation submitted becomes public record. Harper Woods School District does not pay for alcoholic beverages. Charges for food must be reasonable.
- Non-business phone calls and expenses related to spouses and other family members accompanying the attendee are not reimbursable.
- The attendee must sign and date the Conference Leave Form.
- The building administrator must sign to approve the expenses once conference attendance is completed. The form is then sent to the business office for review.